

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. 1065PAGE
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

COMPTROLLER OF THE TREASURY

CENTRAL PAYROLL BUREAU

AGENCY		DIVISION
Item No.	THIS SCHEDULE SUPERSEDES ALL PREVIOUS SCHEDULES Description	Retention
1	STARS 100 Disbursement Transmittal Cover Sheet	Retain for three (3) years and until audited whichever is later and then destroy.
2	STARS 102 Disbursements Transmittal	Retain for three (3) years and until audited whichever is later and then destroy.
3	STARS 110 Certificate of Deposit	Retain for three (3) years and until audited whichever is later and then destroy.
4	STARS 120 Allocation/Adjustment for Disbursement and Receipts Accounts	Retain for three (3) years and until audited whichever is later and then destroy.
5	STARS 130 Journal Entry	Retain for three (3) years and until audited whichever is later and then destroy.
6	Exception Time Report	Retain for three (3) years and until audited whichever is later and then destroy.
7	Personnel Transmittals	Retain for three (3) years and until audited whichever is later and then destroy.
8	DOP Auth Bal Summary	Retain for three (3) years and until audited whichever is later and then destroy.
9	Savings Bond Register and Correspondence	Retain for three (3) years and until audited whichever is later and then destroy.
10	File Maintenance - Load and Validate	Retain for three (3) years and until audited whichever is later and then destroy.

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission

09-23-86

Date

Signature

Director

Title

4/10/86

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1065

PAGE
NO. 2

THIS SCHEDULE SUPERSEDES ALL PREVIOUS SCHEDULES

Item No.	Description	Retention
11	Personnel Select List	Retain for three (3) years and until audited whichever is later and then destroy.
12	Payroll Data Control Sheets	Retain for three (3) years and until audited whichever is later and then destroy.
13	Positive Time Report (PRT)	Retain for three (3) years and until audited whichever is later and then destroy.
14	Special Paymetns Payroll Authorization	Retain for three (3) years and until audited whichever is later and then destroy.
15	CPB Audit Trail	Retain for three (3) years and until audited whichever is later and then destroy.
16	Credit Union Billing	Retain for three (3) years and until audited whichever is later and then destroy.
17	ETR Processing	Retain for three (3) years and until audited whichever is later and then destroy.
18	Deferred Compensation Billing	Retain for three (3) years and until audited whichever is later and then destroy.
19	Reports of Audits by Legislative Auditors	Retain for ten (10) years then destroy.
20	Reports of Audits by Comptroller of the Treasury Internal Auditor	Retain for (5) years then destroy.
21	File Maintenance Control Totals	Retain for three (3) years then destroy.
22	Deduction Cards	Retain for three (3) years and until audited whichever is later and then destroy.
23	95 Dumps	Retain for three (3) years and until audited whichever is later and then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1065

PAGE
NO. 3

THIS SCHEDULE SUPERSEDES ALL PREVIOUS SCHEDULES (09/86)

Item No.	Description	Retention
24	Duplicate W-2 Forms	Retain for three (3) years and until audited whichever is later and then destroy.
25	PER C-14 Annual Leave Cards - Active Employees	Retain until audited then destroy.
26	^C PER-34 Biweekly Time Cards - Active Employees	Retain until audited then destroy.
27	PER C-14 Annual Leave Card - Non-Active Employees	Retain for (4) years from date person leaves Payroll Bureau - then destroy.
28	Correspondence	Retain one (1) year then destroy.
29	ACH Audit Reprints	Retain for three (3) years and until audited whichever is later and then destroy.